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DDS 69-4205

12 SEP 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Language Development Program

REFERENCE : Memo for Deputy Directors fr ExDir-Compt., dtd 7 Mar 67,
same subject

1. This memorandum is for your information.

2. Referent memorandum requested that the Deputy Directors report to the Executive Director-Comptroller by 15 September 1969 the status of the untested language proficiency claims in each directorate.

3. The language Development Committee is currently undertaking a program to identify the status of untested language proficiency claims throughout the Agency. Based on machine runs, 5x8 cards have been sent to each Agency employee who has an untested claim in order that the employee may either disclaim his proficiency or arrange for a date to be tested.

4. These cards are to be returned by 15 September to the Language Development Committee's Executive Secretary. Shortly after 15 September, when the results have been tabulated, precise information will be available for the Executive Director-Comptroller from each of the directorates.

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5. In the Support Services, ☐ 5x8 cards have been distributed to component training officers. The cards are now beginning to come in and we expect the bulk of the claims will have been scheduled for testing by the deadline date of 15 September.

6. For those individuals who are overseas, the cards are being maintained in personnel files in the Central Processing Branch. CPB will arrange for the individual's testing or for the recording of disclaimed proficiency at the time of the traveller's return to headquarters.

7. As soon as possible, I shall report the status of all untested proficiencies in the Support Services, including those who have claimed only SLIGHT proficiency. Inasmuch as this has been a Language Development Committee effort, it is assumed the other directorates will be providing the Executive Director-Comptroller with this same interim report.

☐
Executive Officer
Office of Personnel

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Next 1 Page(s) In Document Exempt

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